

Status	Recipients	Key Message	Content	Vehicle	Frequency	Sender	Developer	Reviewer	Feedback	Date Completed	Target Delivery Date	Actual Delivery Date
Ongoing	Status Meetings	Review the project status with team members	Provide updates of individual responsibilities/tasks completed	Conference Call	Weekly	Team Leads	Team Members	SFA U & POPM project managers	Email			
Ongoing	Program Office Sponsor, SFA U Project Management	Status of project, open issues	Discuss any issues that have arisen, discuss status of project and whether on target or not	Face to Face	As Needed/ Monthly	SFA U & POPM project managers			Verbal			
Completed	User Managers	Training Options	Provide them with options to vote for the training schedule that they think will work the best	Email	One time					10-Nov-01	12-Nov-01	12-Nov-01
	User Review Task Force	Selection as User Review Task Force Participant	Inform them about their selection as member of the User Review Task Force, their roles and responsibilities									
	All SFA U Employees	Status of training development and roll-out	Discuss status, provide e-mail/contact for comments and provide dates	Intranet	Monthly							
Not Started	System Test Team	System Test	Inform them about their selection as System Tester and importance of the role that they play	Email	One time					5-Jan-02	18-Dec-01	12-Jan-02
	Pilot Team											